

UFFORD NEIGHBOURHOOD PLAN STEERING GROUP

Location: Via Zoom

Date: 12th December 2022

Time: 6.00pm ~ 7.40pm



Record of Attendance

- Edward Creswick (EC)
- David Findley (DF)
- Rilla Forge (RF)
- Kathryn Jones (KJ)
- Rachel Leggett (RL)
- Steve Mayhew (SM)
- Nigel Smith (NS) – *Chair*
- Samantha Summers (SS)
- Judi Hallett (JH) – *Facilitator*

Minutes

1) Apologies for Absence and Declarations of Interest in Agenda Items:

Apologies for absence had been received from Philippa Adcroft and Andrea Long. There were no declarations of interest in items on the agenda.

2) Minutes of Previous Meeting

The minutes of the meeting held on 14th November had been circulated to all and there were no further amendments. RF proposed they be adopted as correct. This was seconded by KJ and all members were in agreement. JH agreed to finalise, to take to NS for signature and to publish on the Website.

Action: JH

3) Household Survey – To discuss Survey Results:

RL had circulated the Household Survey results (draft form), summarising the comments and adding draft actions to the document. Each question was analysed and comments adjusted.

The whole team was congratulated by RL for work done to circulate the questionnaire and to promote it. It was agreed that DF would work with RL on tidying some comments in to correct headings and that, when complete, the results should be published on the Internet Page.

Action: RL and DF

4) Design Code – To...

- a) Agree revised structure: A sub meeting had taken place to discuss the draft Design Code and a number of comments had been discussed. It was agreed that the Code was presently too long and too complicated as it needed to be a clear guide for all. It was also suggested that all the national guidance could be removed. A re-design of the Code structure was presented, discussed and agreed. RL was asked to send this to AECOM to request the document was re-drafted. NS agreed to forward latest version of comments to RL, for inclusion in a submission to AECOM.
- b) Discussion on design vision - what do we want for Ufford as a whole to feed back to AECOM: RL asked two questions of the team: 1) What makes Ufford special and distinct? And 2) If 30 new homes were to be built in Ufford, what would they look like? Comments on these two questions were noted and RL agreed to send them to AECOM to assist with the re-drafting of the Design Code.

Action: NS and RL

5) Neighbourhood Plan Structure – To discuss ideas and proposals from RL and AL:

RL gave details of the structure of a NP. An example was displayed and discussed. It was suggested that the introduction could be written by a member of the team but that it need not be longer than a couple of pages.

Further discussions would also need to be had on timescales, but they would be discussed at the January meeting.

Action: None

6) Assessment of Non-designated Heritage Assets and Local Green Spaces - and list of views:

Green Spaces – RL reported that small pieces of green space were often designated in a NP. These were then protected, in the same way as Green Belt land, and would not be built on. The criteria for designating a Green Space was explained. RF, DF and SS agreed to work on this part of the project and to provide a draft list to RL as soon as possible.

Non-Designated Heritage Assets – The criteria for designating a building as a Non-Designated Heritage Asset was explained. KJ and NS agreed to work on this part of the project and to provide a draft list to RL.

Members were reminded that both lists were confidential; anyone affected would be contacted once the draft lists were established.

Action: RF, DF, SS, KJ and NS

7) Next Steps... introduction to policy and start policy drafting in new year:

- Meeting on 12th January 2023 – AL will set out Objectives and Policy Ideas
- Draft Plan – Once draft Plan is established a further consultation will take place with residents. This will be in the form of a Public Exhibition and will encourage feedback on draft Plan.

Action: ALL

8) Any other business:

- Communications – These should continue with potentially the next article advertising the Household Survey results, when published

Action: JH

9) Close and Date of Next Meeting:

The date of the next meeting was set to 12th January 2023, via Zoom to allow AL to join.

The meeting closed at 7:40pm

Signed:

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Chair,
Ufford Neighbourhood Plan Steering Group

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Date